

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION  
SUPERIOR COURT**

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<b>CLASS TITLE:</b>	<b>DEPUTY DISTRICT ATTORNEY III</b>
<b>DEPARTMENT:</b>	<b>SUPERIOR COURT</b>
<b>REPORTS TO:</b>	<b>COURT EXECUTIVE OFFICER</b>

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<b>CLASS CODE: 705256</b>
<b>FLSA STATUS: E</b>
<b>DATE: 01/00</b>

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to perform legal work involving the preparation, filing and prosecution of criminal and civil cases (including juvenile cases); may be assigned to special units/programs requiring a variety of knowledge and skills applicable to legal processes; work consists of varied and complex professional duties; advanced level position in Deputy District Attorney series. May serve as lead worker and train other staff members.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Interviews victims and witnesses related to crimes; discusses cases with associated parties, such as investigators, police officers, probation officers and other attorneys; prepares victims and witnesses for court appearance and testimony.

Reviews police reports; defendant files; probation reports; witness statements; evidence; crime scenes; psychiatric, medical and forensic sciences information; and/or other sources to obtain relevant information for cases.

Assists law enforcement agencies with investigations and issues of law.

Assists in development and implementation of policies and procedures.

Obtains search warrants; issues subpoenas.

Negotiates resolution of cases with defense attorneys and judges.

Appears and presents in court at various stages of cases, including arraignments, preliminary hearings, pre-trial conferences, sentencings, motions, post-conviction hearing and/or trials.

Researches, formulates, drafts and files motions, briefs and/or other legal documents.

Argues motions in court and presents evidence and witness testimony.

Files and/or prepares cases for presentation at jury trials; coordinates with appropriate relevant parties; prepares or directs the preparation of audiovisual displays and demonstrative evidence using current technologies.

Conducts legal research on criminal law issues.

Prepares appropriate documentation to file criminal charges.

Implements and oversees various programs, including: coordinating activities with federal, state and local agencies (i.e. U.S. Attorney's Office, DEA, Bureau of Narcotic Enforcement, County Policy Council on Children and Youth, etc.); formulating policy; developing programs; meeting with court officials to discuss procedures and organization; and teaching classes/seminars.

Prepares comprehensive investigative and/or other reports.

Reviews, edits and signs legal documents prepared by lower level district attorneys or other staff members.

Reviews and interprets current relevant legislation and litigation.

Acts as a liaison for the District Attorney's office; works with investigators to prepare cases for court; requests investigations and evaluates results; discusses and resolves problems; discusses and plans case tactics and strategy with investigators.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications; attends and participates in management meetings.

Provides guidance and assistance to less experienced district attorneys or others; answers legal questions and educates staff in changes in laws; reviews pleadings and filings of staff.

May serve as lead worker for lower level district attorneys or other staff members as assigned.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer	Tape Player	VCR
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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Juris Doctorate degree from an accredited law school; and,

Two to three years of related experience.

**Licenses and Certifications:**

Licensed to practice law in the State of California

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices regarding the practice of law in the State of California.

Applicable state, federal and local ordinances, laws, rules and regulations.

Administrative principles and practices, including goal setting and implementation.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Methods and techniques of research, statistical analysis and report presentation.

**Skill in:**

Preparing clear and concise reports, briefs, correspondence and other written materials.

Trial preparation and presentation.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Assigning, directing, reviewing and evaluating the work of staff as assigned.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to write reports, motions, briefs and/or other legal documents.

Ability to analyze situations effectively, interpret and apply laws and regulations and recommend effective courses of action.

Ability to speak effectively before juries and other groups and respond to questions.

Ability to advocate and debate a positions, topic or theory.

Ability to read, analyze and interpret legislation, appellate court decision, state and local rules of evidence, court rules, professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, stand, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to walk and lift and/or move up to 20 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.